

**Executive Summary**

As a key leader in the Moeller Family, the Principal oversees the religious, academic, and operational dimensions of the school, including our house system. The Principal acts as a spokesperson for the school, and ensures that the school authentically reflects the teachings of the Catholic Church, the Marianist charism, the initiatives of the Archdiocese, and the needs of the people that it serves. Most importantly, the Principal is a team player who is tireless in forwarding Moeller's Mission: *Catholic. Marianist. Forming our Students into Remarkable Men.*

**Principal Candidate Profile**

- Practicing Catholic who articulates and shares their faith with others.
- Visionary instructional leader who can assess academic programs through the sound lens of the Catholic faith and intellectual tradition, the Marianist culture, the diverse needs of our students, and their own experience with best practices and educational trends.
- Focuses on the continuous improvement of themselves and others.
- High integrity and ethical standards.
- Collaborative bridge-builder who values input from varied constituencies and is committed to strong partnership with the President.
- Transparent and honest communicator among constituencies.

**Qualifications**

Minimum of Master's degree in Education; prior service in leadership in an elementary or secondary school; demonstrated strong public relations skills, including verbal and written communication skills; ability to work collaboratively; ability to work in a complex organizational setting; proficiency in communication technologies; practicing Catholic with a demonstrated personal faith commitment.

**Application Procedure & Timeline**

Completed application packets are comprised of the following:

- Cover letter outlining qualifications for the position and interest in Moeller High School.
- Copy of updated, complete resume which includes a chronology of work history and educational background and a preferred email address and phone contact.
- Copy of current Ohio Principal License.
- A list of at least four references from current or former employers and professional contacts.

Completed application packets are due to **Bill Sears, Hamilton County Educational Service Center, 11083 Hamilton Ave., Cincinnati, Ohio 45231** on or before December 22, 2017. Packets may be submitted electronically to [bill.sears@hcesc.org](mailto:bill.sears@hcesc.org).

- Application Deadline: December 22, 2017
- Initial Interviews: Early-Mid January, 2018
- Final Interviews: February, 2018
- Anticipated Start Date: July 1, 2018